

# **DECEMBER 2005 GED UPDATE**

## **2006 GED Secure Materials**

New materials for 2006 began shipping on November 28 and completed on November 30. If you do not receive your materials by next week, please contact the GED office. Please follow your receipt plan procedures.

Please fax a copy of your picking plan as soon as you have inventoried the materials. KYAE will know you have received the materials and will have a copy for your test center file. Notify KYAE and GEDTS if there are any discrepancies. Three test centers have reported problems this week. All new materials should be received before you have to return the 2005 materials.

## **2005 GED Secure Materials**

After the last test session of 2005, inventory and return the 2005 materials according to your return plan. Mail a copy of the return 2005 picking plan to KYAE with tracking information ASAP but no later than January 15.

## **January 1, 2006 to June 30, 2006 Test Center Schedules**

Please submit test center test schedules including information for each site to KYAE by December 15.

## **Mailing to Local Jails**

If your test center serves a local jail, please show a KYAE large brown envelope and a small white #10 envelope to the jailer. Point out the KYAE logo and address. Test results mailed directly to inmates do not have inmate ID#s and have been returned to KYAE. Encourage the jailers to ensure test results are delivered to inmates.

## **Goodbye to Martha**

November 30 is Martha's last day with the GED Office. Rae and I have appreciated Martha's many contributions and tireless efforts on behalf of GED examinees, test centers, adult education providers, employers, employment agencies, military recruiters, and postsecondary institutions. Many of you have expressed your appreciation to Martha as well. Best wishes to a wonderful staff member and friend!!

**Thank you for your contribution to GED testing in Kentucky.**

**Merry Christmas and a Happy New Year.**